

QUICK REFERENCE TO FASCLASS II

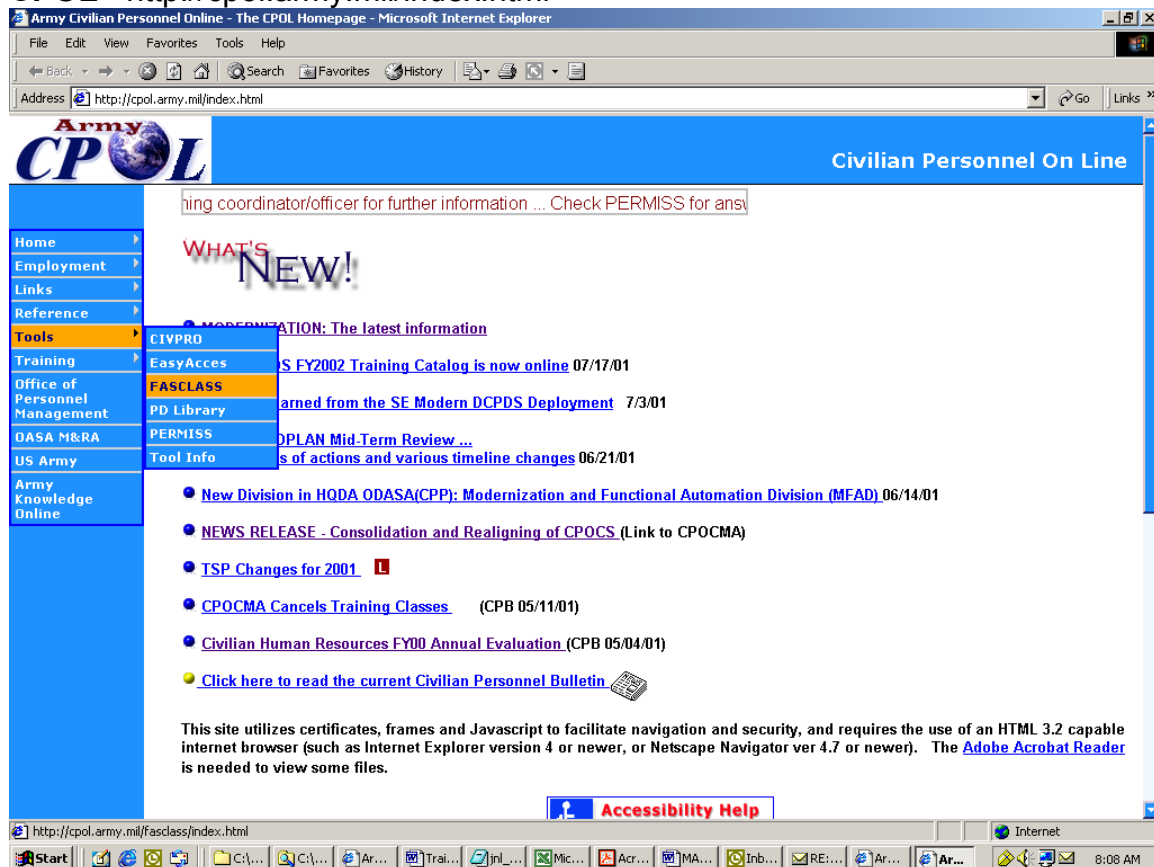
The Fully Automated System for Classification (FASCLASS) application provides the capability to maintain position descriptions at the HQDA's centralized location. FASCLASS provides users the ability to search, create, modify, and verify position descriptions for positions that are specific to a CPOC. The menu options available will vary depending on the user's classification.

Initial Access to FASCLASS II

You can access FASCLASS II through ART or through CPOL.

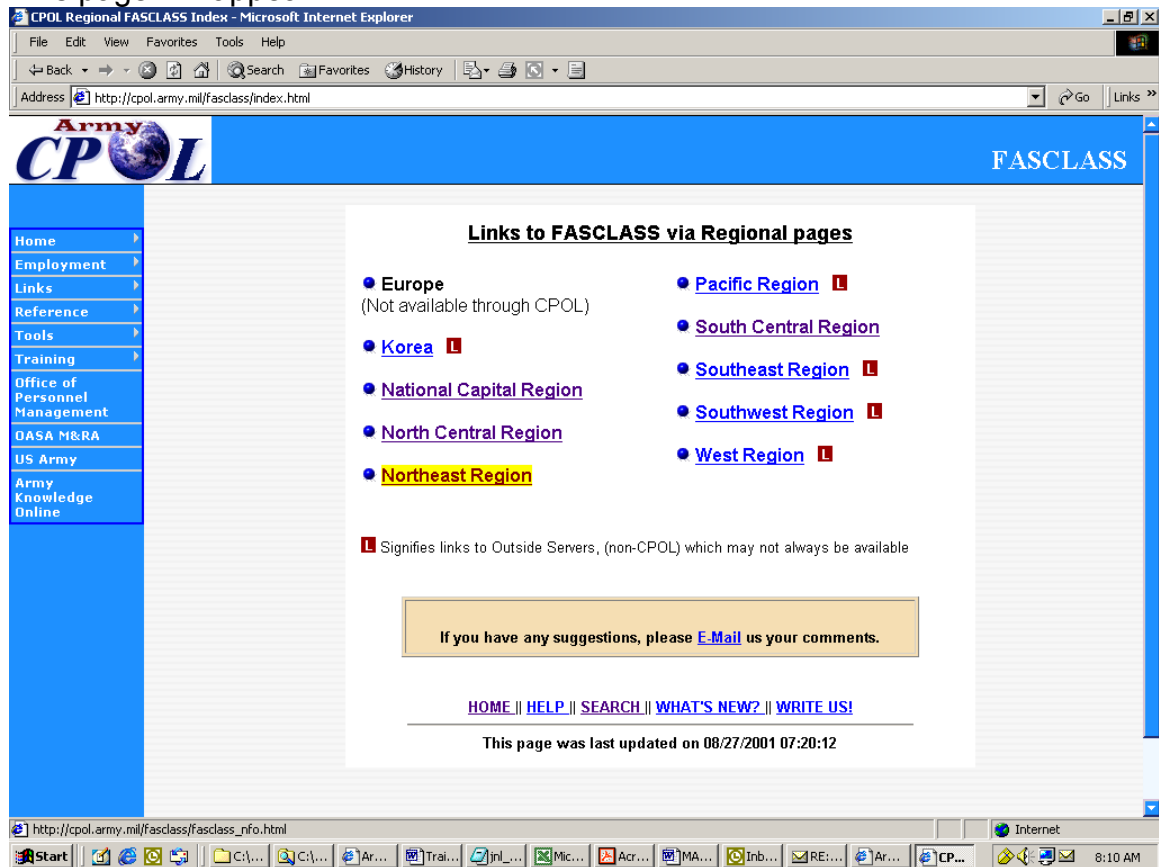
ART - Click on the menu choice "FASCLASS". You will be taken to the FASCLASS page on CPOL. Proceed as outlined under CPOL below.

CPOL - <http://cpol.army.mil/index.html>



Place the cursor over "Tools" in the menu on the left. Another menu will open.
Click on "FASCLASS".

This page will appear:



Click on "Northeast Region"

The opening page of FASCLASS II will appear. You are now able to view any job description which has been made public by placing your cursor over the FASCLASS button on the gray menu bar. You cannot create or edit from this screen. You must log in under restricted access to make modifications to FASCLASS.



When you click on Restricted Access the first time, you will see the login screen below.

Follow the instructions to obtain your manager account.

Request User Account

Introduction

When you click on Restricted Access on the blue menu bar, you will see the login screen below.

You must first obtain your manager account before you can log in.

The **Request User Account** screen allows users request FASCLASS restricted user accounts.

This screen is only available to Classifiers and Managers..

Guidelines

Click the "Restricted Access" link on the light blue menu bar.

Click the link that says **"Click Here"** that follows the sentence **"To request a FASCLASS Account"** beneath the login block.

FASCLASS: Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address <http://cpsfc.belvoir.army.mil/fasclass/admin/login.asp> Go Links

FASCLASS PD # GO

FASCLASS CPOL

27 August 2001 Restricted Access Help

Login

To access the restricted area of FASCLASS please enter your Login Name and Password

Login Name:

Password:

Login Reset

Forgot Your Password? [Click Here](#)

Have a FASCLASS ACCOUNT, but forgot your Login Name? [Click Here](#)

To request a FASCLASS ACCOUNT, [Click Here](#)

Start | Internet | 4:40 PM

When the Request FASCLASS Account screen is selected, the following screen is displayed. Indicate your status by clicking one of the radio button options. If you are military personnel, click the military status option. Otherwise, click the civilian option.

The screenshot shows a web browser window titled "FASCLASS: Request User Account - Microsoft Internet Explorer". The address bar displays "http://cpsfc.belvoir.army.mil/fasclass/sys_admin/request_account.asp". The page features a blue header with the "FASCLASS" logo and a "PD #" field with a "GO" button. Below the header, a navigation bar includes "FASCLASS", "CPOL", and "Restricted Access" (highlighted). The main content area is titled "Request User Account" and contains a message: "Restricted areas of FASCLASS are limited to Supervisors and Classifiers employed by the Department of Army. In order to obtain authorization to access these restricted areas, fill out and submit the following form." Below this message is a form titled "Indicate your status" with two radio button options: "Civilian" (selected) and "Military". A "Next" button is located at the bottom of the form. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "4:41 PM".

FASCLASS: Request User Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address http://cpsfc.belvoir.army.mil/fasclass/sys_admin/request_account.asp Go Links »

FASCLASS PD # GO

FASCLASS CPOL

27 August 2001 Restricted Access Help

Request User Account

Restricted areas of FASCLASS are limited to Supervisors and Classifiers employed by the Department of Army. In order to obtain authorization to access these restricted areas, fill out and submit the following form.

Indicate your status

☒ Civilian

☐ Military

Next

Done Internet

Start C. C. I. A. h. F. A. T. J. j. M. F. A. M. R. O. B. 4:41 PM

Fill out the form with as much information as you can. All fields with an asterisk next to the prompt must be entered in order to process your request. *Detailed information on the fields can be found in the on-line user's manual.* When you are finished, click the "Submit Request" button.

FASCLASS: Request User Account - Civilian - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address http://cpsfc.belvoir.army.mil/fasclass/sys_admin/request_account_civ.asp Go Links »

Request User Account - Civilian

PRIVACY ACT STATEMENT
Data requested is protected under the provisions of the Privacy Act of 1974. The information you provide is needed for user authentication, in order to establish a FASCLASS user account. While the law does not require you to supply this information, it may be impossible to process your account request if you fail to do so. We request your Social Security Number (SSN) to uniquely identify you as a user. Executive Order 9397, dated November 22, 1943, allows Federal agencies to use the Social Security Number as an identifier to distinguish between people with the same or similar names.

FASCLASS restricted areas are limited to **Supervisors** and **Classifiers** for the Department of the Army.

In order to obtain authorization to access these restricted areas, you must fill and submit the following form and supply a valid email address. Once the account is approved a Login Name will be assigned to you at the end of the process.

PASSWORD must be between 8 and 15 characters long, and must include at least one upper case letter, one lower case letter and one number.

*First name:

*Last Name:

*Social Security Number:

*Email:

*Series:

*Region:

*Password:

*Re-enter Password:

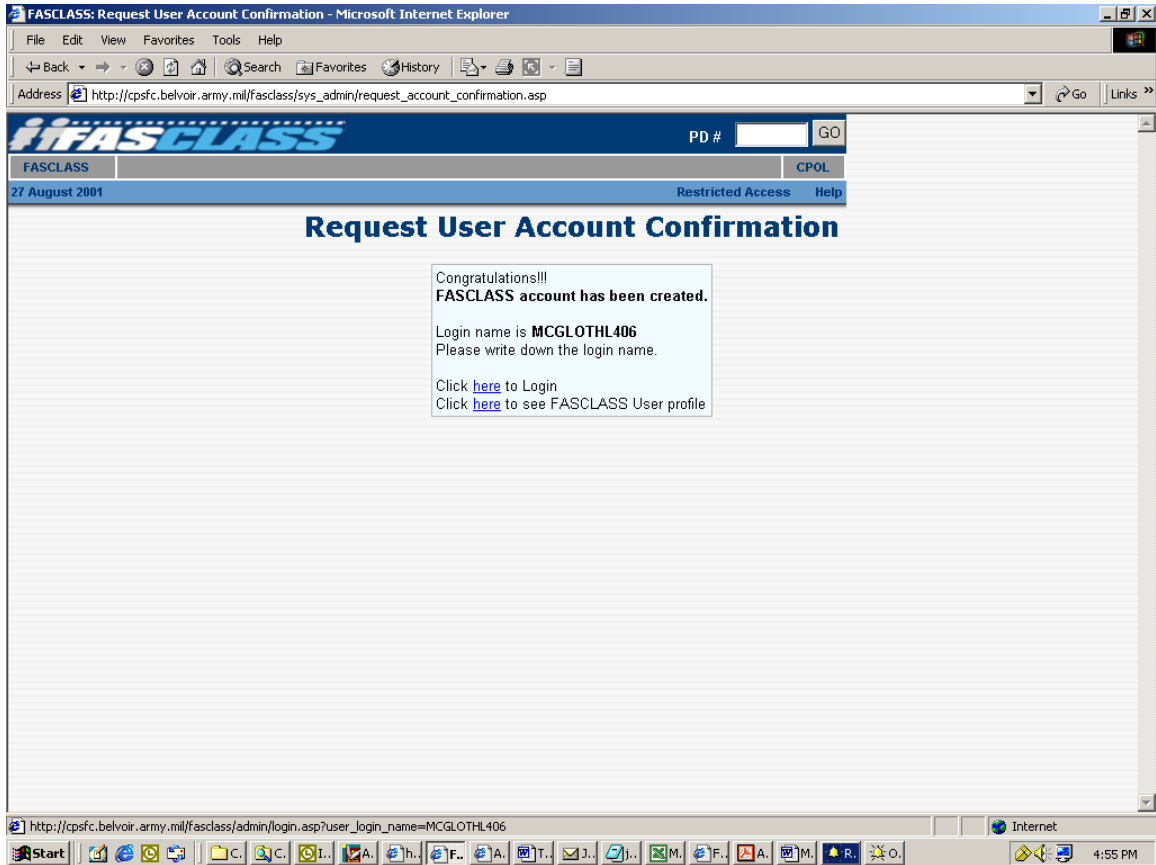
Submit Request

** indicates required entries*

Done Internet

Start C:\ C:\ C:\ I... A... h... F... A... T... J... j... M... F... A... M... R... O... B... 4:42 PM

You will receive a screen with your new userid. You can then log in from this point.



Search Position Data

Introduction

Search Position Data allows all users to search for positions using any field on the screen or combination of fields on the screen.

When Search Position Data is selected, the following screen is displayed.

The screenshot shows a web browser window titled "FASCLASS: Search by Position Data - Microsoft Internet Explorer". The address bar displays "http://cpsfc.belvoir.army.mil/fasclass/search_fs/search_fs_classifier.asp". The page header includes the date "27 August 2001", the user name "COLLEEN WHITTAKER, National Capital", and links for "Logout" and "Help".

The main heading is "Search by Position Data". Below it, a message states: "To search for position descriptions, fill in all applicable fields then click the Search button. Click the [icon] icon, to bring up a list of valid values. To search on text in duties section, click [Advanced Search](#)".

The search form contains the following fields:

- CCPO ID: [text box]
- PD#: [text box]
- Replaces PD#: [text box]
- Position Title: [text box]
- LN Position Title: [text box]
- Pay Plan: [text box]
- Series: [text box]
- Grade: [text box]
- LN Pay Plan: [text box]
- LN Grade: [text box]
- Citation: [text box]
- Region: [dropdown menu]
- Installation: [dropdown menu]
- PD Library PD: [dropdown menu]
- COREDOC PD: [dropdown menu]
- Target Grade: [text box]
- Career Ladder PD: [dropdown menu]
- Career Pos 1: [text box]
- Career Pos 2: [text box]
- Career Pos 3: [text box]
- Career Pos 4: [text box]
- FLSA: [dropdown menu]
- Financial Disclosure: [dropdown menu]
- DCIPS: [dropdown menu]
- Career Program: [text box]
- Function Code: [text box]
- Acquisition Position: [dropdown menu]
- DCA: [dropdown menu]
- Classified By: [text box]
- Classified Date: (mm/dd/yyyy) From: [text box] To: [text box]
- Position Duties: [text box]
- Position Evaluation: [text box]

The bottom of the browser window shows the Windows taskbar with the Start button, various application icons, and the system clock displaying "5:01 PM".

Guidelines

Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS) of the on-line User's Manual.

Search Organization

Introduction

The Search Organization allows users to find positions based on organizations.

When Search Organization is selected the following screen is displayed.

The screenshot shows a web browser window titled "FASCLASS: Search by Organization - Microsoft Internet Explorer". The address bar displays "http://cpsfc.belvoir.army.mil/fasclass/search_fs/search_org.asp". The page features a blue header with the "FASCLASS" logo and navigation links for "Reports", "Lookup", and "CPOL". A user profile for "COLLEEN WHITTAKER, National Capital" is shown, along with a "Logout" link. The main content area is titled "Search by Organization" and includes instructions: "To search for organizational information, fill in applicable fields then click the Search button. Click the [icon] icon, to bring up a list of valid values." A note specifies that searches by CCPO ID, Command Code, UIC, or Org Code must be exact, while text searches allow wildcards. The search form contains a "Region" dropdown menu set to "National Capital", and input fields for "CCPO ID", "Command Code", "UIC", and "Org Code", each with a help icon. A "Text" input field is also present. "Search" and "Reset" buttons are at the bottom of the form. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 5:04 PM.

Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS) of the on-line User's Manual. Once the organizations are returned from the search, the user can click on the "Show Positions" link to view all positions associated with that organization.

NOTE: When searching by text, keep in mind that the name and address on which you search should be exactly as they appear on the Notification of Personnel Action (SF-50).